

OGC Has Reviewed

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OGC 75-4623  
12 December 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Declassified Documents

A number of Agency activities point up a need to develop a system to control and retrieve declassified documents, in particular, to make known to all concerned the declassification actions actually taken. (This memorandum in fact is occasioned by a near miss by OGC--we almost dispatched to the Department of Justice copies of a number of documents stamped SECRET although the original had been declassified and widely distributed to the public.) The Freedom of Information program, of course, is declassifying documents or portions of documents all the time, but not all, and maybe not a majority, of declassifications are known to the Information and Privacy Staff. I understand [redacted] is developing a computerized system which will get a handle on some documents declassified in the course of his activities, particularly documents declassified pursuant to a request to a Presidential library. But his system is not directed to the inclusion of all documents declassified by any component of the Agency. This is to suggest that this problem be addressed. We of course will be glad to assist.

STATINTL

cc: C/IPS

JOHN S. WARNER  
General Counsel

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